

**TOWN THEATRE, INC.**

**Board of Directors Study Session**

**November 11, 2015 Highland Municipal Building 5:00 p.m.**

**Pledge of Allegiance**

The Board of Directors of the Town Theatre, Inc. began their meeting with the Pledge of Allegiance.

**Roll Call and Introduction**

Present on roll call included the following Town Theatre Board Members: Keith Bruxvoort, Robin Carlascio, Bruce Leep, Michael Maloney and Tracy Oprea. Councilman Dan Vassar, Counsel for the Board Carol Green-Fraley, and Redevelopment Director Cecile Petro were also present.

**November 13, 2015 – The TomFoolery Fundraising Event:**

**A. Committee Reports:**

Sponsorships: As of 11/9 the following sponsorships were received:

Town of Highland \$1,000.00

Platinum Level \$400.00

Strack & VanTil

Silver Level \$200.00

Bruce & Mary Leep

Providence Bank & Trust

Popa Heating

Bronze Level \$100.00

Tauber Law

Cakes by Karen

Dan Dunn

Green & Kuchel

The committees for the fundraiser will enlist the following people:

Silent Auction: Marian Case. (During the meeting Councilman Dan Vassar stated he secured a 6 month membership to Lincoln Center.)

Logistics: Dawn Diamantopoulos.

Ticket Sales & Cashier: Keith Bruxvoort, Bev Bruxvoort and Robin Carlascio.

Beverage Ticket Sales: Jim Kessler and Michael Maloney.

Merchandise Sales: Tracy Oprea will be handling the same, which includes membership sales, t-shirt sales and the note cards left over from the last event. Marie Russo has volunteered to help Tracy. Additionally, Tracy inquired as to the “start-up” funds that will be available in case people pay with cash and change is needed.

**B. Credit Card Acceptance or other options.** An extended discussion was held regarding securing a Square to accept credit cards at the event. Additionally, Keith Bruxvoort advised he has been researching third party vendors to allow credit card sales on-line on our website. Thus far, Q-Give is the most favorable vendor. It was unanimous that we must get a Square to have available at the event this Friday to allow credit card sales. Keith will purchase the same and set it up on his cell phone.

**C. Snacks;** Discussion was held regarding the same and the group decided not to offer snacks. Doors open at 6:30 p.m. and volunteers are asked to arrive by 6:00 p.m.

**Next Meeting Date:** Thursday, December 10, 2015 @ 6:30 p.m.

**Adjournment**

**Respectfully submitted,**  
Tracy S. Oprea, Secretary  
Town Theatre, Inc.